

# NZSCA

## Continuing Professional Development (CPD)

**Categories:**

All of your claimable CPD activities need to align with the below categories:

**Category 1: Further Education**

**Category 2: Presenting and Publication**

**Category 3: Self Education**

**Category 4: Community Service** Each category has a break up of applicable activities

**Each activity lists:**

- 1) How many points are claimable
- 2) What evidence you need to submit

All accredited professionals need to accrue 20 points annually, inclusive of a minimum of 15 points is required in the Further Education category.

## Category 1: Further Education (Minimum of 15 points required)

### Successful completion of professional development

Activity	Points claimable	Evidence required
Professional development (including face to face, webinars, assessed podcasts or online) provided by SESNZ or external providers.	As indicated on certificate	Certificate of completion listing your name, course name, points claimable and date of completion.
SESNZ conference attendance	10 points	Certificate of attendance listing your name, points claimable and date of attendance.
Other association conferences within your profession scope of practice.	1 point per learning hour (maximum of 15 points)	Certificate of completion listing your name, course name, learning hours and date of completion.
SESNZ workshops/seminars	5 points	Certificate of attendance listing your name, points claimable and date of attendance.
Other courses/seminars within your profession scope of practice.	0.5 points per learning hour (maximum of 10 points claimable per workshop).	Certificate of completion listing your name, course name, learning hours and date of completion; plus, qualifications of presenter.
Participation in clinical in-services at workplace within your profession scope of practice i.e. specialists present to you and your colleagues at your workplace.	1 point per learning hour (maximum of 5 points claimable)	Letter from employer listing your name, course name, course presenter, learning hours, date of completion and qualifications of presenter
First Aid (including CPR)	3 points (claimable in the year you earn the certificate)	Statement of Attainment listing your name, and date of completion.
Cardiopulmonary Resuscitation	1 point (only claimable when not included in First Aid Course)	Statement of Attainment listing your name, and date of completion.
Study within the scope of SESNZ professions practice at Level 7 or above (e.g. Bachelor's, Honours, Graduate Certificate, Graduate Diploma).	15 points for 30+ contact hours (maximum of 15 points)	Copy of student ID card, or academic transcript with completion date; and evidence of contact hours/study load (e.g. unit outline).

## Category 2: Presenting and Publishing

### *Publishing an article, delivery of presentations*

<b>Activity</b>	<b>Points claimable</b>	<b>Evidence required</b>
Delivery of an SESNZ recognised workshop/ seminar.	1 point per learning hour	SESNZ certificate of presentation.
Full delivery of tertiary subject/ unit/course (Tutors/Lecturers only).	15 points for first unit of learning and 10 points for subsequent deliveries.	Letter from employer listing course name/topic, learning hours.
Guest lecturer at tertiary studies.	3 points per lecture (first delivery) 2 points per lecture (subsequent deliveries)	Copy of the course outline identifying you as lecturer
Delivering other courses within the scope of practice	1 point per lecture	Copy of the course flyer identifying you as presenter.
Delivering relevant services in the workplace within your professional scope of practice.	3 points per in-service (first delivery) 2 points per in-service (subsequent deliveries).	Letter from employer listing course name/topic, learning hours and date of presentation.
Publishing in a relevant peer reviewed journal.	10 points if primary author 5 points if other (In year of publication only)	Copy of the front page of journal and copy of abstract/article, listing authors & publication information including date of publication.
Publishing in a relevant non-peer reviewed media e.g. newsletter, newspaper	3 points if primary author (In year of publication only).	Copy of the front page of media and copy of abstract/article, listing authors & publication information including date of publication.
Publishing a textbook within your profession scope of practice.	10 points if primary author 5 points if other (In year of publication only).	Copy of the front page of textbook listing authors, contents page & publication information including date of publication.
Podium or poster presentation at a conference relevant to the industry (within your profession scope of practice).	5 points if primary author	Copy of the front page of program/ proceedings and copy of abstract, listing authors.
Submission for relevant funding/grants/pilot programs.	10 points if primary author and 5 points if other.	Copy of the front page of report listing authors.
Peer review of a professionally relevant journal article.	2 points	Letter from editor outlining your involvement.
Editor of a relevant journal.	10 points per year	Copy of journal, listing you as editor.

### Category 3: Self-education

*Rview of research publication, journal articles, editorials, and text books*

Activity	Points claimable	Evidence required
Reading of a relevant scientific article or chapter from a professional publication, that is within your profession scope of practice.	1 point per article	A copy of the first page or abstract showing the title and authors, with the following statement “I (first name, last name) acknowledge that I have read this professional resource in its entirety for educational purposes” with date.
Listening to a relevant scientific podcast or similar recording from a professional body or education supplier, that is within your profession scope of practice, where an assessment or certificate is not provided.	1 point per article	A copy of the title page of the recording or a tax invoice, showing the title and authors, with the following statement “I (first name, last name) acknowledge that I have read this professional resource in its entirety for educational purposes” with date.

### Category 4: Community-Service

*Student supervision, position on SESNZ committee/chapters/board, and promotion of the industry to the community*

Activity	Points claimable	Evidence required
40 – 100 hours face to face student supervision (based on number of hours you spend supervising, regardless of student numbers/hours).	4 points	A letter from the graduate or tertiary organisation documenting the hours and nature of supervision.
101 – 200 hours face to face student supervision (based on number of hours you spend supervising).	6 points	
201 – 300 hours face to face student supervision (based on number of hours you spend supervising).	8 points	
Chairperson or board member of SESNZ	10 points	A copy of the meeting minutes stating your position

## Category 4: Community-Service

*Student supervision, position on SESNZ committee/chapters/board, and promotion of the industry to the community*

<b>Activity</b>	<b>Points claimable</b>	<b>Evidence required</b>
A member of a non SESNZ S n C committee related to exercise and/or sports science (e.g. government, community organisation).	5 points per committee	A copy of the meeting minutes stating your position.
Attendance at SESNZ National Annual General Meeting.	2 points	
Attendance at special interest group meetings related to S n C.	1 point per meeting	
Relevant promotional activities (e.g. promoting SESNZ S n C at a conference, community or related event. Health Network)	2 points per activity	A letter from the conference/event organiser stating your involvement.